

CALENDAR WORK PLAN FORM

2023

Year

6

Month

星期五

16

Work Matters:

3-12	daily	aunt's house	✓
3-18	daily	birthday to grandpa	✗
3-22	important	submit the first draft of graduation thesis	✗
4-2	urgent	airport pick up dad	✗
4-4	generally important	Return of extracurricular books	✗
4-5		Tomb-sweeping day	✗

TODAY'S TO DO LIST

time	arrange	content	implementation
07:00-08:00	get up early	wash & run	✓
08:00-09:00	Eat breakfast	Eggs & Milk & Bread	✓
09:00-10:00	arrange work	Formulate sales targets and plans for the new quart	✗
10:00-11:00			
11:00-12:00			
12:00-13:00			
13:00-14:00			
14:00-15:00			
15:00-16:00			
16:00-17:00			
17:00-18:00			
18:00-19:00			
19:00-20:00			
20:00-21:00			
21:00-22:00			
22:00-23:00			

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